



Westminster
COMMUNITY
CHARTER SCHOOL

Student – Parent Handbook
2022-2023

Principal: Ms. Teresa Gerchman

Contents

Mission Statement	3
Student Pledge	3
Introduction	3
Admission/Enrollment	3
I. Re-Enrollment for Following School Year.....	4
II. Enrollment Period and Admissions Lottery for New Students	4
Academics	5
I. Grading Policy.....	5
II. Promotion and Retention of Students.....	5
III. Academic Honesty Policy	6
Uniform and Personal Appearance	7
I. Additional Dress Code Requirements and Limitations	7
II. Dress Down Dress Code.....	8
III. Parent Partnership	8
Arrival and Dismissal Procedures	8
I. Morning Procedure	8
II. Dismissal Procedure.....	8
School Attendance Policy	10
I. Statement of Overall Objectives.....	10
II. Determination of Excused and Unexcused Absences, Tardiness and Early Departures.....	11
III. Early Release.....	12
IV. Truancy	12
V. Student Attendance and Participation	12
VI. Tardiness.....	13
VII. Leaving Building	13
VIII. Recordkeeping / Data Collection	13
WCCS Acceptable Use Policy for Technology	14
Policy Guidelines for Acceptable Use of Technology Equipment at School	14
Student Code Conduct and Discipline	15
Positive Behavior Intervention and Supports	15
Discipline Rules, Procedures and Due Processes.....	15
I. Maintenance of Public Order on School Property	15
II. Student Disciplinary Code.....	17
III. Student Rights and Responsibilities.....	21
IV. Notification of Rights Under the Family Educational Rights & Schools Privacy Act (FERPA)..	24
Miscellaneous	25
Cell Phones.....	25
Lockers	25
Lost and Found	25
Lunch Periods	25
Class/ School/ Corridor Conduct.....	26
After-school clubs & activities	26
Sports and Extra Curricular Eligibility	26
Kaleida Health Clinic	27

Mission Statement

To challenge the status quo - to encourage people to think differently about their situation in life. We do this through assuring that there are high levels of learning, by creating a safe and caring environment, and promoting community involvement in order to prepare students for a successful secondary experience.

At Westminster Community Charter School, we believe that our first responsibility is to the students, parents and community members, who attend our school, use our services and interact with us. In meeting their needs everything we do must be high quality. We must constantly strive to use the best instructional practices, in order to provide the best education possible. Students, parents and community members must receive prompt, courteous, and fair treatment. More importantly our students must have an opportunity to gain knowledge from their educational experience.

We are responsible to the communities in which we live and work and to the world as well. We must be good citizens - support good works and model a belief in supporting charities. We must encourage civic improvements, a better understanding of ourselves and others, and our impact on our greater community.

Ultimately our most important responsibilities are to our students. Our daily work must provide students with a sound and innovative education, and a place for social and emotional growth. We must experiment with new ideas and emerging technology. When we operate according to these principles, the students should be the beneficiaries of our work.

Because of the nature of its mission, **Westminster Community Charter School** does not discriminate against any member of its community on the basis of race, color, national origin, religion, sex, disability, age, marital status, sexual orientation, and/or gender identity, expression in educational programs or activities.

Student Pledge

I am a student of Westminster Community Charter School...Buffalo's BEST! I respect my parents, my teachers, my classmates, and myself. I am responsible for all of my behaviors. I am learning to set goals for myself. I come to school in my Westminster uniform. I come to school prepared to learn with my homework, books, pencils, pens, and paper. I come to school with a positive attitude and an open mind...ready to learn. I come to school to learn and participate in order to get the best education I can.

Introduction

To achieve our mission, every member of the Westminster Community Charter School must respect the rights of all members of the community. This means creating an environment that is physically, emotionally and intellectually safe, orderly, and conducive to learning. The information in this handbook provides the guidelines for all of our behaviors and attitudes that will create a positive environment in which each student, parent, and teacher can contribute and learn.

Admission/Enrollment

In accordance with New York law, The Westminster Community Charter School is open to all students eligible to attend a public school in New York State, without regard to ethnicity, national origin, gender, or disability or any other grounds that would be unlawful if done by a school. Admission of students is not limited on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, race,

color, national origin, religion, sex, disability, age, marital status, sexual orientation, gender identity and expression. Students are selected on a random selection basis if the number of applicants exceeds the available space by grade level.

Notwithstanding the above, all regular education and special education children who are enrolled in the Westminster Community Charter School in the current school year have preference to Re-enroll annually (See below). Admission preference is also being given to applicants who identify as having an IEP or where English is a second language, then to siblings of those students attending the school, then to residents of the 14215-zip code, then to students residing in the district, and finally to students from outside the district - provided any space remains.

Documents required when registering a student:

- Original Certificate of Birth/Adoption: with seal /passport
- Immunization Record: up to date with required immunizations
- Dental Certificate
- Proof of address: current gas or electric bill with name of parent/legal guardian and address, lease agreement, landlord statement
- Final report card from June: transcript of official transfer if registering during the school year

I. Re-Enrollment for Following School Year

In order to determine the number of slots vacant for the following school year, parents of enrolled children who wish to return and siblings of enrolled children, who wish to be enrolled in the following year, must complete a Student Re-Enrollment Form and a Parent/School Contract to be returned by the deadline date. Please note that this Form must be returned to the School Office or your child's spot could be taken because there is an enrollment cap and a waiting list.

II. Enrollment Period and Admissions Lottery for New Students

Formal recruitment of incoming students begins after December 1st. Westminster Community Charter School advertises open registration and interested families submit applications until April 1st, at which point students will be entered into a random lottery. This lottery will be held after April 1st annually and students will be notified shortly thereafter. In the event of the need for a lottery, admission preference is granted to applicants in the following manner:

- First preference will be given to returning students, who will automatically be assigned a space within the school.
- Second preference will be given to applicants who identify as having an IEP or where English is their second language.
- Third preference will be given to siblings of students already enrolled in the Charter School.
- Fourth preference will be given to residents of the 14215-zip code.
- Fifth preference for admission is for students who reside in the school district of location (i.e., the Buffalo Public Schools).
- Any remaining slots shall be available to applicants residing outside the district of location.

A waiting list shall also be established. The waiting list shall expire annually at the lottery drawing following the next year's enrollment period. Enrollment forms can be found on the WCCS website.

Academics

I. Grading Policy

Grades are used to indicate achievement and development in each class or subject area in which a student is enrolled. Grading will be based, in part, upon student improvement, achievement, and participation in classroom discussions, activities, and projects. Classroom participation, and thus student attendance, is an important factor in earning high grades. The breakdown is as follows:

Grades K-5:

Grades will be given on mastery of the NYS Next Generation Standards. The following key will be used:

4	Exceeding Proficiency of Grade Level Standards
3	Meeting Proficiency of Grade Level Standards
2	Approaching Proficiency of Grade Level Standards
1	Below Proficiency of Grade Level Standards
N/A	Not Assessed

Middle School:

Middle school students will have a numeric score with the following breakdown:

Homework/Participation: 10%

Classwork: 30%

Assessments: 60%

Grades K-8:

If student work is not completed within ample classroom time as well as extended opportunities, students may be asked to complete the assignment(s) at home and return them back to school.

Extended project work may be brought home by students to continue the completion of the unit project; these would be included in the assessment category.

If a student knows that they will be absent for several days, it is possible for homework assignments to be sent home if a parent requests work at least one week prior. The parent must contact the student's classroom teacher(s) to make arrangements for missed assignments.

II. Promotion and Retention of Students

At the elementary and middle levels (K-8), students who master all grade level standards will be promoted. Students who do not show mastery in one or more basic core subjects —ELA, Mathematics, Social Studies and Science — shall have their cases considered on an individual basis and may be retained.

A recommendation for retention shall be decided through a case-by-case conference approach involving the Teacher, Counselor, and Parent/Guardian. All information will be forwarded to the Principal for review. The Principal, taking into account all information, will make the final decision for retention.

Factors to be considered include teacher recommendation; academic growth, classroom achievement; standardized test scores; social, emotional and physical development; attendance; and family conference.

EARLY IDENTIFICATION / INTERVENTION

Classroom teachers are expected to make every effort to identify early those students at risk of failing. Administration must be notified promptly, in writing, if retention is anticipated. The Teacher or designee will then contact the parent and set up a meeting to review all data and /or develop a plan success action plan for the student.

PROMOTION TO HIGH SCHOOL

The following criteria are needed to be promoted to high school:

- Overall class average above 65 in two or more full-year core subjects – ELA, Social Studies, Mathematics and Science
- Attendance plays a vital role as well. Students that have 18 days of absences or more, whether making satisfactory progress in the above classes or not, may be subject to retention.
- Students who fail 2 or more core courses must attend summer school and pass those courses. Summer school is mandatory for 7th & 8th grade students who fail.

III. Academic Honesty Policy

We support a learning environment where honesty is valued. Academic dishonesty compromises this standard and will not be tolerated. It is important that each student's work solely reflects his/her best effort. Academic dishonesty hinders the ability of a teacher to analyze and/or remediate the work of a student. Academic dishonesty transcends being solely a private matter between teacher and student. It is of concern to the entire school community.

Examples of academic dishonesty include, but are not limited to, the following:

- Plagiarism: The act of taking ideas, writings, etc. from another and passing them off as one's own.
- Giving or receiving information during quizzes, tests, or examinations.
- Collaboration on assignments or reports after being directed otherwise.
- Unauthorized use, receipt, or distribution of quiz, test, or examination items or questions.
- Unauthorized use or misuse of technology and/or copying or misuse of computer disks.
- Copying another student's work.
- False information included in college, scholarship, or financial aid application.
- Cheating in any form.

A violation of this policy will result in the following consequences:

1. Notify parents; and
2. The student will receive a zero for the academic work; and
3. The student's future work will be closely scrutinized and
4. Other appropriate action, including but not limited to disciplinary measures, may be taken according to the severity of the case.

Uniform and Personal Appearance

Westminster has a uniform policy to help create a safe and orderly environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles. You will be expected to arrive in uniform every day. Students are REQUIRED to remain in their uniform for the entire school day, including lunch periods. Westminster polo shirts and crew shirts can be purchased at the school office.

GRADES K – 8	
Tops	<p><u>Navy Blue</u> WCCS logo embroidered polo WCCS logo embroidered Crewneck Sweatshirt Navy Blue Logo WCCS Sweater</p>
Bottoms	<p><u>Khaki (color)</u> Dress pants Jumper, Dress Shorts, or Skirt (must be no more than 3 inches above the knee)</p>
Footwear	<p>Sneakers or shoes appropriate for running and play *For student safety, sandals, bedroom slippers, slides/flip-flops, and Crocs are not permitted</p>

I. Additional Dress Code Requirements and Limitations

In addition to making sure you are wearing the school uniform, WCCS requires that you follow these additional guidelines in terms of uniform appearance and personal appearance.

- Pants may not be baggy or sagged.
- No sandals, flip-flops, clogs, Crocs, high heels, or platform shoes. The above footwear is not allowed due to safety issues.
- Clothing which is cut, slashed or has holes, is prohibited. This includes clothes where the rips are covered.
- Headgear of any kind may not be worn in school. The only exception is for those whose religious beliefs require it and medical concerns. Students may not wear hats, caps, silk scarves, bonnets, knit/terry cloth ear/headbands, bandanas, sports bands, sunglasses, combs, picks, etc., inside the building.
- Hoodies (including those worn under a uniform shirt), coats, jean jackets, jogging/athletic suits, gloves, or clothing generally accepted as outer wear may not be worn in class.
- Long sleeve shirts may be worn under WCCS polo, only if they are solid navy or white.
- Leggings cannot be worn as pants.
- Undergarments, including socks, must not be visible at any time
- Jewelry that is deemed dangerous is not allowed. This includes rings covering multiple fingers, spiked necklaces, large hoop earrings (no larger than the size of a quarter), belts with large buckles, and chain like objects. Jewelry should not be excessive or distracting.
- Clothing associated with gangs or street clubs/crews are not acceptable.
- Special clothing may be required in specific situations.
- Headbands cannot tie, they must be a single loop.

Backpacks/Totes/Purses/Fanny Packs are not allowed in classrooms or the lunchroom. Backpacks and totes should only be used to transport books and supplies to and from school. Any student attempting to enter a class with any of the above items will not be allowed in class. Students must leave backpacks in the coatroom or in their locker from arrival until dismissal. Backpacks for middle school students must fit in lockers. If your backpack is larger than your locker and it will NOT fit, speak to your homeroom teacher.

II. Dress Down Dress Code

On certain days students may be permitted to have a no uniform shirt day; uniform pants must always be worn. Dress down days may vary in themes or purpose, such as:

- Westminster Community Charter School Spirit Day – i.e., PRIDE T-shirt
- Theme day – i.e., Buffalo Bills shirt, kindness shirt
- Free Choice – shirt of choice with appropriate messaging.
- Uniform pants must always be worn

III. Parent Partnership

If your child comes to school out of uniform without the proper uniform, you will be contacted to bring them appropriate clothing. If there is an extenuating circumstance, please notify the school in writing or a call. Westminster polo shirts and crewneck sweatshirts can be purchased at the school office.

Arrival and Dismissal Procedures

Westminster Community Charter School Staff has established car rider procedures and rules to provide the safest and most efficient environment for our students. As you drive slowly through the car rider zone, please watch carefully for children and adults crossing the parking lot.

I. Morning Procedure

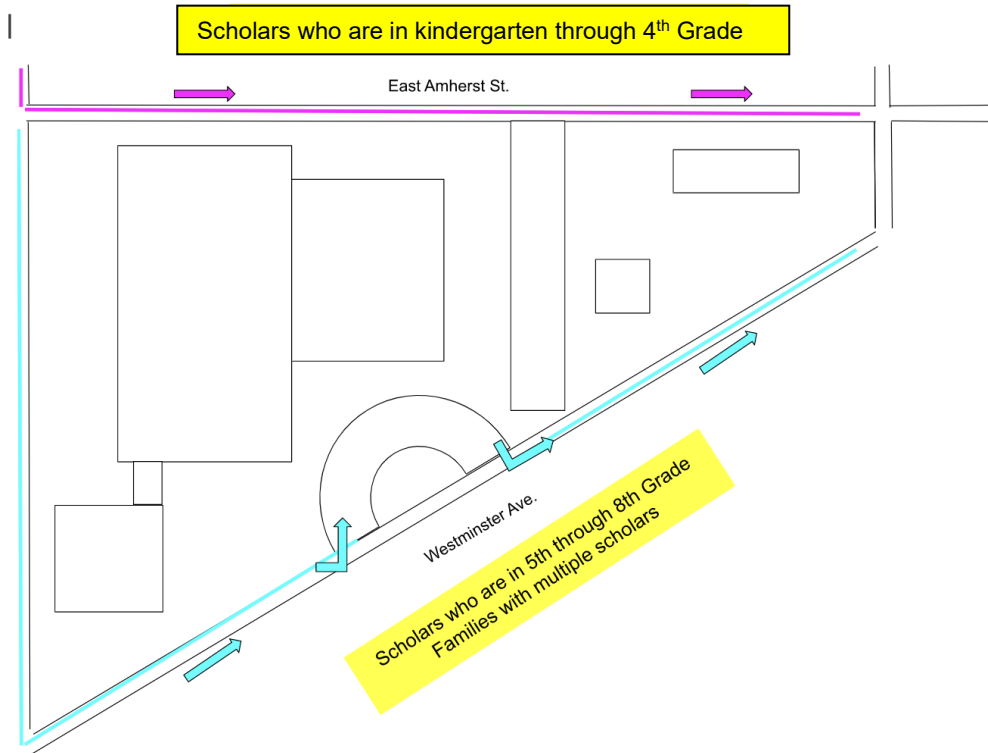
The school day begins at 8:00 a.m. Please do not drop off your child before 8:00 a.m. If you have a childcare issue, please contact the main office. Any student dropped off after 8:15 a.m. is tardy and must sign into school in the atrium. Students with excessive tardiness are being negatively impacted by the loss of instructional time. Being ten (10) minutes tardy per day, can add up to missing 5 days of schools. Students with excessive tardiness may have disciplinary consequences.

Students have three minutes from the time written on late pass to report to their homeroom. Students arriving to school after 8:45 a.m. must be accompanied by a parent/guardian to be signed in in the main office. A written note is required for tardiness of this nature.

II. Dismissal Procedure

Dismissal begins at 2:45 p.m. and all students should be picked up by 3:00 p.m. Any student being picked up after 3:00 p.m. will need to be signed out at the Westminster Stage Door. In order to have our students exit the building in a safe and timely manner, please follow the dismissal process below:

Parents/Guardians will pick up **Kindergarten through Fourth Grade** on the East Amherst side of building. **Fifth through Eighth Grade and families with multiple children (siblings, cousin, daycares, buses)** in the building will pick up on the Westminster Street side of the building. Parents should enter on East Amherst and turn down the driveway behind the school for Westminster Side pickups. The other business driveways around the school cannot be blocked by dismissal traffic - violators may be ticketed by the Buffalo Police Department.



- Each parent or guardian picking up that is unable to provide the appropriate family car number will be required to show identification and have the students School Pass form checked. Any person not on the list will be unable to pick up a student(s) without parent or guardian permission.
 - Each family will be provided with 2 hanging tags with the family car number. This should be hung from the rear-view mirror of the vehicle. Multiple hanging tags will be provided upon request.
 - Students will not be dismissed unless their number is entered. If you text them, saying you are here, we will not be able to dismiss them.
 - Walkers will be dismissed at 2:45 p.m. They will all leave from the Westminster side of the school.
 - Walk Up pick-ups will be permitted between 2:45 p.m. and 3:00 p.m.
 - For parents that have a special need and who want to pick up their child on a particular day, they should send in a written note to school on that day. We ask that the note first go to the classroom teacher and the teacher will forward the note to the main office.

*****All car riders must be picked up by 3:00 PM.** If you are late picking up your child, administration will give you a warning. If the problem continues, administration will notify the Buffalo Police Department. If you are running late, please call the office to make arrangements. We do not have additional staff to monitor children after 3:00pm.

School Attendance Policy

I. Statement of Overall Objectives

Every student has a right to educational opportunities that will enable the student to develop their full potential. Attendance policies are based on the principle that regular school attendance maximizes the student's interaction with their teachers and peers and are a major component of academic success. Improved school attendance generally increases student achievement. Therefore, attendance policies that provide for the early identification of attendance problems and effective methods to address them are most likely to succeed. Effective implementation of any attendance policy requires cooperation among all members of the education community, including parents/persons in parental relation, students, teachers, administrators, and support staff. Westminster Community Charter School has made the commitment to:

1. Maintain adequate attendance records on each student, in order to ensure that each student maximizes achievement of academic standards.
2. Increase student advancement to the next grade.
3. Identify general attendance patterns in order to design attendance improvement efforts.
4. Ensure student's whereabouts can be accounted for.
5. Identify patterns of student behavior that may require student and/or parental attention.

Student Attendance Policy

At three (3) unexcused absences:

- Parent(s)/Guardian(s) will receive a letter in the mail to notify them that the student has reached three unexcused absences.
- Students will receive check in services each day with a Westminster team member.
- If the student is absent, the Parent(s)/Guardian(s) will receive a phone call from check in team member.

At six (6) unexcused absences:

- Parent(s)/Guardian(s) will receive a letter in the mail to notify them that the student has reached six unexcused absences.
- Parent(s)/Guardian(s) will attend a parent conference with the school counselor.
- Check in services will continue with Westminster team member.

At ten (10) unexcused absences:

- Parent(s)/Guardian(s) will receive a letter in the mail to notify them that the student has reached ten unexcused absences.
- Parent(s)/Guardian(s) will attend parent conference with assistant Principal and school counselor.
- Possibility of student retention will be addressed.
- Check in services will continue with Westminster team member

At fifteen (15) unexcused absences:

- Parent(s)/Guardian(s) will receive a letter in the mail to notify them that the student has reached fifteen unexcused absences.
- Parent(s)/Guardian(s) will attend parent conference with Principal, assistant principal and school counselor.

- Possibility of student retention will be addressed.
- Check in services will continue with Westminster team member.

At eighteen (18) excused/unexcused absences:

- Parent(s)/Guardian(s) will receive a letter in the mail to notify them that the student has reached eighteen unexcused absences.
- Student is likely to be retained in current grade due to high level of absenteeism.

* Please note, after a student has accrued 18 absences of any kind, retention will be discussed.

* In order for an absence to be excused, a valid, written excuse must be submitted to the main office upon the students return.

II. Determination of Excused and Unexcused Absences, Tardiness and Early Departures

Definitions:

Absent – The student is not in the school building for the entire day or does not attend the assigned class during the entire period of time allotted for that class.

Tardy – A student enters the building after the designated arrival time, or a student enters a class after the designated start time.

Early Departure – A student leaves the building prior to the designated dismissal time, or a student leaves a class prior to the designated dismissal time.

Truancy- Unlawful absence or irregular attendance upon instruction by a student of compulsory education age. A significant, unexcused absentee rate that has a detrimental effect on the child's education.

Excused

- a. Personal illness
- b. Illness or death in the family
- c. Unsafe travel conditions
- d. Religious observance
- e. Medical appointments
- f. Quarantine
- g. Required court appearances
- h. Approved high school visit
- i. Approved cooperative work programs
- j. Late bus

Unexcused

- a. Family vacation
- b. Babysitting
- c. Haircut
- d. Obtaining learner's permit or license
- e. Oversleeping
- f. Private instruction
- g. Wedding
- h. Any other reason not listed in "excused" list

III. Early Release

1. Students should try to make appointments so as not to interfere with the school day.
2. If it is necessary for you to leave school early, you must bring a written request from your Parent or Guardian to the attendance office by 9:00a.m. Your note will be verified by a telephone call. If verification cannot be obtained, the student will not be released.
3. No phone call requests will be considered.
4. Unauthorized absence during the day will be considered truancy.
5. Students with special permission to leave early must not loiter in or about the school building.
6. If a student who leaves early is returning for after school activities, such as sports practice or club meetings he/she may not enter the building until 3:45p.m.
7. If an emergency arises during the day, you must receive permission from an administrator.

IV. Truancy

New York State law requires that a **student** attend school every day. **Truancy** will not be tolerated. Parent conference and penalties will result.

- Students with attendance concerns will have letters sent home to advise parent of their attendance concerns.
- The student will be referred the School Counselor/Social Worker.
- Students and Parents will attend an “Attendance Hearing.”
- Student may be referred to PINS (Person In Need of Supervision) Division.

V. Student Attendance and Participation

WCCS believes that classroom participation is related to and affects a student’s performance and grasp of the subject matter and, as such, is properly reflected in a student’s final grade. For purposes of this policy, classroom participation means that a student is in class and prepared to work.

Transfer students and students re-enrolling after having dropped out will be expected to attend a prorated minimum number of the scheduled class meetings during their time of enrollment.

Students will be considered in attendance if the student is:

- a) Physically present in the classroom or working under the direction of the classroom teacher during the class schedule meeting time.
- b) Working pursuant to an approved independent study program.
- c) Receiving approved alternative instruction.

Students who are absent from class due to their participation in a school sponsored activity are to arrange with their teachers to make up any work missed in a timely manner as determined by the student’s teacher. Attendance at school sponsored events where instruction is substantially equivalent to the instruction which was missed shall be counted as the equivalent of regular attendance in class.

Upon returning to school following a properly excused absence, tardiness or early departure, it shall be the responsibility of the student to consult with his/her teacher (s) regarding arrangements to make up missed work, assignment and/or tests in accordance with the time schedule specified by the teacher.

VI. Tardiness

If a student arrives to WCCS after 8:15a.m., they will be considered tardy to school.

Excused Tardiness

If you arrive to school late due to a medical or court appointment, you must provide documentation. Failure to do so will result in an “unexcused tardy.” You will be given a “late slip” for admittance to class. You will have three days to bring in a note to change this to an excused tardiness.

Classroom Tardiness

Students have ample time in between classes. Failure to arrive to your next class within the designated time will result in the student being marked tardy (unexcused), unless the student presents a pass. If you arrive to school, during the change of classes, report directly to your next class. Students are responsible for any missed work due to tardiness. The student will also be subject to after school detention. Failure to attend after school detention will result in further disciplinary action.

VII. Leaving Building

Students are not permitted to leave the building during school hours without the authorization of an Administrator. Children are only permitted to leave with parents or parents' designee. Parents/guardians must sign in at the office when entering the school building. All visitors will log into Lobby Guard allowing background checks to be run on all visitors to ensure no one is granted access to the building that has a criminal background. This system offers an added level of protection for our children. Parents must also sign their child out when leaving school for any reason.

VIII. Recordkeeping / Data Collection

The record of each student’s presence, absence, tardiness and early departure shall be kept in a manner consistent with State Department of Education Commissioner’s Regulations. An absence, tardiness or early departure will be entered as “excused” or “unexcused” along with the reason as stated.

Attendance shall be taken and recorded in accordance with the following:

- a) The Attendance Policy begins upon the first day of formal enrollment in the school. Enrollment in class begins when a teacher is notified of placement. Attendance is marked beginning the first day of school.
- b) Any absence from a school day or portion thereof shall be recorded as excused or unexcused in accordance with the standards articulated in this policy.
- c) If a student is absent for more than fifty percent (50%) of a given class period, it will be considered an absence.

A record shall be kept of each scheduled day of instruction during which the school is closed for all or part of the day because of extraordinary circumstances including adverse weather conditions, impairment of heating facilities, insufficiency of water supply, destruction of or damage to the school, or such other cause as may be found satisfactory to the Commissioner of Education. Attendance records shall also indicate the date when a student withdraws from enrollment or is dropped from enrollment in accordance with Education Law Section 3202(1-a).

WCCS Acceptable Use Policy for Technology

The Westminster Community Charter School makes available a variety of technologies to support learning and enhance instruction. Our goal is to provide access to technology tools to facilitate resource sharing, maximize instructional opportunities, and increase communication. The users of these tools assume certain responsibilities, including the use of technology in an ethical manner.

Policy Guidelines for Acceptable Use of Technology Equipment at School

Westminster Community Charter School (WCCS) provides school technology that includes, but is not limited to, computers, tablets, printers, copiers, cameras and interactive web resources for the academic use of students. Students are not to bring in personal devices (e.g., Chromebooks, tablets, Bluetooth earbuds/headphones, etc.). When using WCCS computers, networks, equipment, and supplies, students are expected to:

Respect the privacy of others and the security of the Westminster Community Charter School:

- Only use your user ID and password – do not use another person’s user ID and password.
- Do not share your password with others.
- Do not try to disrupt, interfere with, or destroy computers, tablets, networks, equipment, or information.
- Do not access, store, or transmit information that is hateful, harassing, insulting, offensive, false or defamatory, sexually explicit, obscene, or otherwise inappropriate.
- Do not interfere with the academic or work activities of others.

Respect the copyright and licenses of software and information.

- Do not copy, download, install, or distribute software in violation of copyright laws or licensing agreements.
- Do not copy, share, or transmit information in violation of copyright laws. Users will not install their own software or applications on iPads, Chromebooks or computers.

Respect the integrity of our computers, networks, and equipment.

- Do not try to access computers or networks for which you do not have permission.
- Do not install software, applications (“apps”) or peripherals on a WCCS device.
- Do not bypass any security system or feature put in place to protect, monitor, or restrict access to information (for example, do not try to avoid WCCS or GoGuardian web content filters).
- Do not create, download, install, or use software or equipment that can be used to “hack into” or damage a computer or network.
- Do not change, remove, or damage devices, networks, or equipment.
- Do not use software or hardware to keep WCCS staff from accessing information.

Students must understand that attempts to override, disable, alter, or circumvent security restrictions, management systems, or device firmware will be considered intentional damage.

Use information systems for authorized purposes only

- Only use computers and networks for academic activities – not to play non-academic games or prohibited or illegal activities
- Do not access the Internet from WCCS facilities using any network or computer not provided by WCCS.

Protect information from loss, theft, disclosure, or unauthorized use

- Do not access or share information for which you do not have permission or help others to do so.

- Do not give information to others that could help them gain access to the computers or networks of WCCS.
- Take care of the devices and equipment assigned to you to prevent, loss, theft, damage, or unauthorized use. Report any loss, theft, unauthorized disclosure, or unauthorized access to a teacher or administrator.

Note: Westminster Community Charter School monitors its computers, devices, and networks, in accordance with the Child Internet Protection Act (CIPA) and has put other safeguards in place to protect information as it is stored, transmitted, and displayed. Students should have no expectation of privacy when using WCCS computers, devices and networks and anything they do can be viewed by administration at any time.

Scope and Sanctions

This policy applies to all students of Westminster Community Charter School. A violation of the WCCS policy may lead to loss of computer or device privileges and/or discipline. Under certain circumstances, violations of the WCCS policy may give rise to civil and/or criminal liability. WCCS may also pursue legal action as deemed appropriate against individuals for unauthorized access, use, or destruction of information assets.,

Any violation of the Acceptable Use Policy or Guidelines may result in the loss of technology privileges.

Student Code Conduct and Discipline

Positive Behavior Intervention and Supports

The Positive Behavior Intervention and Supports (PBIS) program is a value and incentive-based program that focuses on student learning, practicing, demonstrating, and being rewarded for exhibiting positive behaviors throughout the day. As a school community, we are also committed to Restorative Practices and value the relationships our school community fosters. The code of conduct for Westminster Community Charter School is to be responsible, respectful, and safe at all times on and off campus.

Discipline Rules, Procedures and Due Processes

I. Maintenance of Public Order on School Property

The following rules shall govern the conduct of students, teachers, staff, licensees, invitees, and other persons, whether or not their presence is authorized, on all property or facilities operated under the auspices of the charter school.

These rules and penalties are not to be considered exclusive or to preclude in any way the prosecution and conviction of any person for the violation of any federal, State or local law, rule, regulation or ordinance, or the imposition of a fine or penalty provided for therein. Additionally, these rules and regulations should not be construed to limit, but rather exist in conjunction with any other codes of conduct established for the school, such as a disciplinary code and/or a bill of student rights and responsibilities.

A. Prohibited Conduct

No person, either singly or in concert, shall:

- Improper dress in violation of the dress code
- Indecency (either with clothing/exposure, picture or public display of affection)
- Use inappropriate gestures, language, and/or actions
- Insubordination or failure to comply toward staff members

- False allegations against staff and/or volunteers.
- Leaving class without permission from a staff member
- Distribute or post on school property any written material, pamphlets or posters without the prior approval of the Principal or designee.
- Discrimination, bullying (including cyber-bullying) and/or harassment of any student or staff member.
- Malicious and willful types of behavior that endangers the welfare of others or inciting others to engage in inappropriate behavior.
- Willfully cause physical injury to any other person, or threaten to use force, which would result in such injury. **In such physical altercations, all parties, no matter who instigated or started the altercation, will be held accountable.**
- Physically neither restrain or detain any other person, nor remove such person from any place where he or she is authorized to remain, except as necessary to maintain the established educational process.
- Willfully damage or destroy school property, nor remove or use such property without authorization.
- Without permission, express or implied, enter into any private office or classroom of an administrative officer, teacher, or staff member.
- Enter or remain in any building or facility for any purpose other than its authorized use or in such a manner as to obstruct its authorized use by others.
- Without authorization, remain in any building or facility after it is normally closed, nor without permission to enter any building or facility prior to its normal opening.
- Refuse to leave any building or facility after being required to do so by the Principal or designee or an authorized administrative officer or his or her designee.
- Willfully obstruct or interfere with the free movement of persons and vehicles.
- Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures, and meetings or deliberately interfere with the freedom of any person to express his or her views, unless such disruption is necessary to maintain order of the educational process.
- Possess on school property any rifle, shotgun, pistol, revolver, knife, chain, club or other weapon, whether or not the person has a license to possess such weapon. Further, it is the duty of the Principal or designee to inform the police of the presence or use of any such weapon or implements used as weapons on school property.
- Violate any Federal or State statute or regulation, local ordinance or school policy.
- Possess, use, be under the influence of, or distribute alcohol, marijuana, tobacco, drugs and/or drug paraphernalia.
- Harass or coerce any person.

B. Penalties and Enforcement

Penalties for violations of these rules include, but are not limited to:

- Parent Conference
- Behavior Contract
- Loss of Privileges
- Detention

- In School Suspension
- Out of School Suspension
- The withdrawal of authorization to remain upon school property
- Suspension from being on school property for licensees, invitees, or other persons
- Ejection
- Arrest
- Students, suspension or other disciplinary action; and for school employees, dismissal or other disciplinary action

Staff members are required to report known violations of these rules to the Principal or designee and to make reasonable efforts to stop the prohibited conduct. The Principal or designee is responsible for the enforcement of these rules.

II. Student Disciplinary Code

This Code sets forth the charter school's policy regarding how students are expected to behave when participating in school activities on and off school grounds, and how the school will respond when students fail to behave in accordance with these rules.

In all disciplinary matters, students will be given notice and will have the opportunity to present their version of the facts and circumstances leading to the imposition of disciplinary sanctions to the staff member imposing such sanctions. Depending on the severity of the infraction, disciplinary responses include suspension (short or long term), detention, exclusion from extracurricular activities, and expulsion. Where appropriate, school officials also will contact law enforcement agencies.

A. Definitions

For purposes of this Code:

- ***“short-term suspension”*** shall refer to the removal of a student from school for disciplinary reasons for a maximum of five days.
- ***“long-term suspension”*** shall refer to the removal of a student from school for disciplinary reasons for more than five days.
- ***“expulsion”*** shall refer to the permanent removal of a student from school for disciplinary reasons.

B. Short-Term Suspensions

A student who is determined to have committed any of the infractions listed below shall be minimally subjected to a short-term suspension on a case-by-case situation based on the individual circumstances of the incident and the student's disciplinary record. Such a student may also be subject to any of the disciplinary measures set forth in the discipline matrix, and, depending on the severity of the infraction, a long-term suspension also may be imposed and referrals to law enforcement authorities may be made.

Procedures and Due Process for Short-Term Suspensions

An administrator may impose a short-term suspension. Before imposing a short-term suspension, the administrator shall verbally inform the student of the reason or reasons for it. The student shall be given an opportunity to deny or explain the conduct. Parent notification will be made within 24 hours in writing.

The administrative decision to impose a short-term suspension or removal may be appealed to the Board of Trustees of the charter school in accordance with the School Complaints Procedure pursuant to Education Law section 2855(4).

C. Long-Term Suspensions

A student who is determined to have committed any of the infractions listed below shall be subject to a long-term suspension, unless the Principal or designee or Board of Trustees determines that an exception should be made based on the circumstances of the incident and the student's disciplinary record. Such student may also be subject to any of the disciplinary measures set forth in Part D, to referral to law enforcement authorities, and/or to expulsion.

Disciplinary Infractions

- Assault any other student or staff member.
- Possess, use, or attempt to use, or transfer any firearm, knife, razor blade, explosive, mace, tear gas, or other dangerous object of no reasonable use to the student at school.
- Commit or attempt to commit arson on school property.
- Possess, sell, distribute, or use any alcoholic beverage, controlled substance, illegal drug(s), controlled substance, marijuana, and/or drug paraphernalia on school property or at school-sponsored events.
- Cause physical injury to another person.
- Vandalize school property causing damage.
- Commit any act, which school officials reasonably conclude warrants a long-term suspension.
- Possess any explosive device.
- Make a false bomb threat, threat against the school, or pull a false emergency alarm.

In addition, a student who commits any of the acts listed, which would ordinarily result in a short-term suspension, may, instead or in addition, be subject to a long-term suspension at the Principal or designee's discretion.

Federal and State law require the expulsion from school for a period of not less than one year of a student who is determined to have brought a firearm to the school, or to have possessed a firearm at school, except that the head of school may modify such expulsion requirement for a student on a case-by-case basis, if such modification is in writing, in accordance with the Federal Gun-Free Schools Act of 1994 (as amended). "Weapon," as used in this law means a "firearm," as defined by 18 USC§8921, and includes firearms and explosives. (New York Education Law §3214(3)(d) effectuates this federal law.) The head of school shall refer a student under the age of sixteen who has been determined to have brought a weapon or firearm to school to a presentment agency for a juvenile delinquency proceeding consistent with Article 3 of the Family Court Act except a student fourteen or fifteen years of age who qualifies for juvenile offender status under Criminal Procedure Law § 1.20(42). The head of school shall refer any pupil sixteen years of age or older or a student fourteen or fifteen years of age who qualifies for juvenile offender status under Criminal Procedure Law § 1.20(42), who has been determined to have brought a weapon or firearm to school to the appropriate law enforcement officials.

Procedures and Due Process for Long-Term Suspensions

The Principal may impose a long-term suspension. Such a suspension may be imposed only after the student has been found guilty at a formal suspension hearing. In some circumstances, the Principal or designee may expel the student from school. Upon determining that a student's action warrants a possible

long-term suspension, the Principal or designee shall verbally inform the student that he or she is being suspended and is being considered for a long-term suspension (or expulsion) and state the reasons for such actions. The Principal or designee also shall immediately notify the student's parent(s) or guardian(s) in writing. Written notice shall be provided by personal delivery, express mail delivery, or equivalent means reasonably calculated to assure receipt of such notice within 24 hours of suspension at the last known address. Where possible, notification also shall be provided by telephone if the school has been provided with a contact telephone number for the parent(s) or guardian(s). Such notice shall provide a description of the incident or incidents, which resulted in the suspension and shall indicate that a formal hearing will be held on the matter, which may result in a long-term suspension (or expulsion). The notification provided shall be in the dominant language used by the parent(s) or guardian(s). At the formal hearing, the student shall have the right to be represented by counsel, question witnesses, and present evidence.

If the Principal or designee has initiated the suspension proceeding, the Principal or designee shall personally hear and determine the proceeding or may, in their discretion, designate a hearing officer to conduct the hearing. The hearing officer's report shall be advisory only and the Principal or designee may accept or reject all or part of it. The Principal or designee's decision after the formal hearing to impose a long-term suspension or expulsion may be appealed to the Board of Trustees of the charter school in accordance with the School Complaints Procedure pursuant to Education Law section 2855(4).

D. Additional Disciplinary Measures

The disciplinary measures listed below may be imposed in addition to short-term or long-term suspensions or, if an exception has been made by the Principal to the imposition of a minimum suspension, in place of such suspension. Behavior not listed in the Prohibited Conduct Section of this Code but determined by appropriate school staff to warrant disciplinary action, including but not limited to missing classes without permission and arriving late to class without a reasonable excuse, also may be subject to these additional disciplinary measures.

In-school suspensions and suspensions from transportation may be imposed only by the Principal or designee. All other disciplinary measures may be imposed by faculty members or a teacher, who must inform the Principal or designee of such action within a reasonable time.

Behavioral Contract

School staff may design written agreements with students subject to punishment under this code to identify target behaviors, define expectations, and describe consequences, provided that the affected student and his or her parent(s) or guardian(s) are informed that the decision to enter into such a contract is voluntary. Any student on a behavioral contract will be closely monitored by support staff monthly for progress at which time the contract may become void pending appropriate behavior.

Loss of School Privileges

After notice to the student and parent(s) or guardian(s), a student may be suspended from participation in any or all-extracurricular activities. The student and parent(s) or guardian(s) shall be given an opportunity to meet informally with the Principal or designee or teacher involved. If possible, the Principal or designee or teacher involved shall hold any requested meetings prior to imposing the suspension from participation in extracurricular activities.

In-School Short-Term Suspension

Students may be assigned an in-school suspension and placed in an alternate location where the student will receive substantially equivalent education. The student and his or her parent(s) or guardian(s) will be provided an opportunity to discuss the conduct being reviewed with the person or body authorized to impose the discipline.

Provision of Services During Removal

In appropriate instances, WCCS will ensure that alternative educational services are provided to a child who has been suspended or removed to help that child progress in the school's general curriculum. For a student who has been suspended, alternative instruction will be provided to the extent provided by law; for a student who has been expelled, alternative instruction will be provided in like manner as a suspended student until the student enrolls in another school or until the end of the school year, whichever comes first. All students with a disability who are of compulsory attendance age (i.e., up through 17 years) must receive a minimum of 10 hours per week of instruction during the first ten days of suspension by certified personnel (non-disabled students must also receive the same minimum amounts of instruction per week for all instances of suspension).

E. Discipline Procedures for Special Education Students

In addition to the discipline procedures applicable to all students, the following procedures are applicable to students with disabilities. The school will comply with the Commissioner of Education Regulations governing discipline for students with a disability.

If a student identified as having a disability is suspended during the school year for a total of eight days, such student will immediately be referred to the CSE of the student's district of residence for reconsideration of the student's educational program and/or placement. Such a student shall not be suspended for a total of more than 10 days during the school year without the involvement of the CSE of the student's district of residence.

In considering the placement of students referred because of disciplinary problems, the CSE of the student's district of residence is expected to follow its ordinary policies with respect to parental notification and involvement.

The school shall work with the district to ensure that the CSE of the student's district of residence meets within seven school days of notification of any of the following, for the purpose of considering a change in placement for the student involved:

- The commission of an infraction by a student with a disability who has previously been suspended for the maximum allowable number of days.
- The commission of any infraction by a disabled student, regardless of whether the student has previously been suspended during the school year; if such infraction been committed by a non-disabled student, the School Administrator would seek to impose a suspension in excess of five days.

Provision of Services During Removal

WCCS will, for those students removed for a period of less than 10 days, ensure that each affected student receives classroom assignments and a schedule to complete such assignments during the time of his or her suspension. Provisions will be made to permit a suspended student to make up assignments or tests missed as a result of such suspension. The school will also provide additional alternative instruction and appropriate means to assist the student, so that the student is given full opportunity to complete assignments and master the curriculum.

During any subsequent removal that, combined with previous removals, equals 10 or more school days, but does not constitute a change in placement, during the school year, services must be provided to the extent determined necessary to enable the child to appropriately progress in the general curriculum and in achieving the goals of his or her IEP. In these cases, school personnel, in consultation with the child's special education teacher, make the service determination. During any removal for drug and weapon offenses services will be provided to the extent necessary to enable the child to appropriately

progress in the general curriculum and in achieving the goals of his or her IEP. These service determinations will be made by the CSE of the student's district of residence. The school will place students in interim alternative educational settings as appropriate and mandated by the Commissioner's regulations.

During any subsequent removal that does constitute a change in placement, but where the behavior is not a manifestation of its disability, the services must be provided to the extent necessary to enable the child to appropriately progress in the general curriculum and in achieving the goals of his or her IEP. The CSE of the student's district of residence will make the service determination.

Due Process

If discipline which would constitute a change in placement is contemplated for any student, then (1) not later than the date on which the decision to take such action is made, the parents of the student with a disability shall be notified of that decision and provided the procedural safeguards notice described in the Commissioner of Education regulations, and (2) immediately if possible, but in no case later than 10 school days after the date on which such decision is made, the CSE of the student's district of residence and other qualified personnel shall meet and review the child's disability and the behavior subject to the disciplinary action.

If, upon review, the district of residence determines that the child's behavior was not a manifestation of his or her disability then the child may be disciplined in the same manner as a child without a disability

Parents may request an impartial hearing with the district of residence to challenge the manifestation determination. Except as provided below, the child will remain in his or her current educational placement while the hearing is pending.

If a parent requests a hearing or an appeal regarding a disciplinary action relating to weapons or drugs to challenge the interim alternative educational setting or the manifestation determination, the child shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the term period provided for in the disciplinary action, whichever occurs first, unless the parent and charter school agree otherwise.

F. Records of Student Discipline

WCCS will maintain written records of all suspensions and expulsions including the name of the student, a description of the behavior engaged in, the disciplinary action taken, and a record of the number of days a student has been suspended or removed for disciplinary reasons.

III. Student Rights and Responsibilities

A. Participation in School Activities

All students have the following rights:

- To have the opportunity to take part in all school activities on an equal basis regardless of race, color, national origin, religion, disability, sexual orientation, gender, and sex.
- To address the school on the same terms as any citizen.

Similarly, all students are bound by the same rules for exclusion from school activities and public address.

B. Records

The school will not disclose any information from the student's permanent records except as authorized pursuant to The Family Education Rights and Privacy Act of 1974 (FERPA), or in response to a subpoena, as required by law. The parent(s) or guardian(s) of a student under 18 years of age, or a

student 18 years of age or older, is entitled to access to the student's school records by submitting a written request to the Principal or designee.

C. Freedom of Expression

Students are entitled to express their personal opinions verbally, in writing, or by symbolic speech. The expression of such opinions, however, shall not interfere with the freedom of others to express themselves, and the author must sign written expression of opinion. Any form of expression that involves libel, slander, the use of obscenity, or personal attacks, or that otherwise disrupts the educational process, is prohibited. All forms of expression also must be in compliance with the Student Disciplinary Code and the school dress code, violations of which are punishable as stated in the Disciplinary Code.

Student participation in the publication of school sponsored student newsletters, yearbooks, literary magazines and similar publications is encouraged as a learning and educational experience. These publications, if any, shall be supervised by qualified faculty advisors and shall strive to meet high standards of journalism. In order to maintain consistency with the school's basic educational mission, the content of such publications is controlled by school authorities.

No person shall distribute any printed or written materials on school property without the prior permission of the Principal or designee. The Principal or designee may regulate the content of materials to be distributed on school property to the extent necessary to avoid material and substantial interference with the requirements of appropriate discipline in the operation of the school. The Principal or designee may also regulate the time, place, manner and duration of such distribution.

D. Search and Seizure

A student and/or the student's belongings may be searched by a school official if the official has a reasonable suspicion to believe that a search of that student will result in evidence that the student violated the law or a school rule. Items which are prohibited on school property, or which may be used to disrupt or interfere with the educational process, may be removed from the student by school authorities.

Student lockers and desks remain the property of the school, though the school is not responsible for books, clothing, or valuables left in lockers or desks. A student shall not place or keep in a locker or desk any article or material which is of a non-school nature and may cause or tend to cause the disruption of the mission of the school.

The following rules shall apply to the search of school property assigned to a specific student and the seizure of illegal items found therein:

- School authorities will make an individual search of a student's locker or desk only when there is reasonable suspicion to believe that a student is in the possession of an item which is prohibited on school property, or which may be used to disrupt or interfere with the educational process.
- Searches shall be conducted under the authorization of the school Principal or designee or his/her designee.
- Items which are prohibited on school property, or which may be used to disrupt or interfere with the educational process, may be removed from student lockers or desks by school authorities.

E. Dignity for All Students Act (DASA)

- The Dignity Act states that no student shall be subjected to harassment or discrimination by employees or students on school property or at a school function based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

Definitions:

School Property – means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus.

School Bus – means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.

School Function – means a school-sponsored extra-curricular event or activity.

Disability – means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held.

Emotional Harm – that takes place in the context of “harassment or bullying” means harm to a student’s emotional well-being through creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student’s education.

Employee – means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title 9-B of article 5 of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact

Gender – means a person’s actual or perceived sex and includes a person’s gender identity or expression

Sexual Orientation – means actual or perceived heterosexuality, homosexuality, or bisexuality

Harassment/Bullying – means the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that:

- a) has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; or
- b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or
- c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or
- d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.

For purposes of this definition, the term “threats, intimidation or abuse” shall include verbal and non-verbal actions.

Cyberbullying means harassment/bullying, as defined above, through any form of electronic communication.

The goal of the Dignity Act is to create a safe and supportive school climate where students can learn and focus, rather than fear being discriminated against and/or verbally and/or physically harassed. All public elementary and secondary school students have the right to attend school in a safe, welcoming, considerate, and caring environment.

Dignity Act Coordinator/Civil Rights Coordinator: Linda Morgan, School Counselor

Reporting Discrimination, Harassment, and Bullying: Students should report any acts of discrimination, harassment, and/or bullying to any staff member, faculty member, or employee. An anonymous report form can be found on the school’s website.

IV. NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS & SCHOOLS PRIVACY ACT (FERPA)

The Family Educational Rights and Schools Privacy Act (FERPA) affords parents certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day Westminster receives a request for access. Parents should submit to the Principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent believes are inaccurate or misleading. Parents may ask Westminster to amend a record that they believe is inaccurate or misleading. They should write to the Principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the administration decides not to amend the record as requested by the parent, the parent will be notified of the decision, and they will be advised of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Westminster as an administrator, instructor, or support staff member (including health or medical staff); a person serving on the Board of Trustees; a person or company with whom Westminster has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Westminster to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue
Washington, D.C. 20202-4605

Westminster may release “directory information” without consent as required by Section 99.3. Directory Information includes the student’s name, participation in officially recognized activities and sports, dates of attendance, and most recent educational institution attended. Parents wishing to prevent the release of such information about their child(ren) must submit a written request to the Main Office no later than October 1.

Miscellaneous

Cell Phones

We understand that cell phones are an important means of communication between home and students, especially walking to and from school. During the school day, phones must be turned into the lockbox in your child’s homeroom teacher’s classroom. Students found using cell phones in the building will have them confiscated, and a parent will be required to come into the main office between 3:15 p.m. and 3:25 p.m. to pick it up from an administrator. If you must contact your child in an emergency, please call the Main Office, not your child’s cell phone, during school hours.

Lockers

Middle School students will be assigned a locker for his/her individual use at WCCS. This locker is for storing books, coats, and personal items necessary for school. Locks will be issued to students at the start of the school year. If the lock is lost, the cost of the lock will be placed on the student at a cost of \$5.00. The lock will follow the child through their middle school years. The lockers should not be used to store valuable items you bring from home. WCCS will not be liable for personal items you leave in your locker or bring to school with you. To keep your school items safe, we strongly advise you to keep your locker private. **Do not trade lockers with another student. Do not let another student share your locker.** It is your responsibility to see that your locker is kept locked and in order at all times. You should report any damage, vandalism or non/working condition of your homeroom. Please remember that your locker is school property and remains at all times under the control of the school; however, you have full responsibility for the security of your locker and what is in it. Periodic locker clean outs will be expected and supervised by WCCS staff to ensure that lockers are kept clean and orderly.

Lost and Found

There will be a lost and found box on the backstage of the auditorium. If you find books, clothing, or personal items on the school grounds, please bring these items to the auditorium. If you lose something, check the lost and found. If the items are not claimed after five (5) days, they will be donated to a local charity. **Students that lose class novels will be asked to pay the replacement cost of \$5.00.

Lunch Periods

All students will remain at school during the lunch period. Lunch is provided free of all cost for students, or you may bring a lunch. During the lunch period, you will be expected to display good manners and courtesy. You will be expected to clear your place and dispose of all trash appropriately. Teachers on duty during the lunch period will hold you responsible for your behavior.

- Inappropriate behavior will result in loss of cafeteria privileges.

- When finished eating, the students will clean up their area and can choose an activity if time permits.
- Students are not allowed to leave the cafeteria without a pass/permission.
- Students should bring snacks or drinks that are individual portion sizes.

CLASS/ SCHOOL/ CORRIDOR CONDUCT

Hallways, stairwells, and lavatories are areas used by all members of WCCS. Since everyone uses these areas, there are rules of conduct that all students must follow:

- Students are expected to be courteous at all times.
- Students are expected to come to class prepared with appropriate materials (books, pens, pencils, etc.).
- Running, punching, fighting, roughhousing or horse playing is not allowed in school.
- Loitering in the halls, lunchroom, or lavatories or on staircases is not allowed.
- Running in the halls, lunchroom, lavatories, or on the staircases is not allowed.
- Screaming, hitting lockers, or otherwise making excessive noise while in these areas is not allowed.
- Please do your part to keep these areas clean and safe.
- Please do not leave belongings on the floor outside your locker.
- Please report any leaks, spills, or other problems in the lavatory to a teacher or the office.
- Students cannot be in hallways without a pass at any time.
- Students must use Smartpass at all times.

AFTER-SCHOOL CLUBS & ACTIVITIES

The YWCA is the current after school program at WCCS. Participants must adhere to established YWCA afterschool code of conduct.

Additionally, Westminster clubs, sports and band are a great way for students to enrich their education by taking part. If you stay for an after-school activity, you will be expected to follow these rules:

- You must be with a teacher or other staff member at all times.
- You must abide by the WCCS code of student conduct while participating in the activity.
- You may not stay after school to wait for another student.
- You must provide your own transportation. A full list and description of after school clubs and activities will be posted after school starts and students will have an opportunity to explore those that look interesting.

SPORTS AND EXTRA CURRICULAR ELIGIBILITY

We have established certain requirements for a student to meet in order to be eligible for participation in extracurricular activities. A student must meet several criteria to be eligible:

- Demonstrate good citizenship.
- Have a 90% attendance rate excluding excused absences at the start date of the club, sport, or activity.

- Quarterly grade may only be below 65% in one class, this class cannot be Physical Education. A student who falls below 65% in any class, may have 2 weeks to get their grade at or above 65%. If the student fails to do so, they will be asked to leave the club, sport, or activity.
- A student may be suspended from participation in sports and/or extra-curricular activities after being provided an opportunity to discuss the conduct being reviewed with the person or body authorized to impose the discipline.
- Follow all other guidelines included in the Westminster Community Charter School Student-Parent Handbook.

KALEIDA HEALTH CLINIC

WCCS provides a full-service health clinic. The clinic is run by Kaleida Health and operates on school days from 8:00 a.m.- 4:30 p.m. including summer during school hours. The clinic consists of a Nurse Practitioner, Medical Assistant, and a Social Worker. The health services include on-site pediatric primary care services, which may include first aid due to injuries/accidents, sick visits, and administration of medications in accordance with State Education Department guidelines.

MEDICATIONS

Medications must be sent to the school in the original prescription bottle for the protection of the student and the school. There must be a note from the physician stating that medication cannot be administered outside of school hours. The note must state the amount and time of the dosage. The parent or guardian must sign a note giving permission to administer the medication for a specific period of time including prescription medication and any over-the-counter medication. Verbal and/or telephone requests to administer medication are not acceptable.

In cases where a student requires medication during school hours, written physician verification is required. Parental permission for school personnel to supervise the consumption of medicines is also mandatory. A consent form may be obtained from the office or school nurse.

IMMUNIZATIONS

Before a child can be permitted to enter and attend school, parents/guardians must present documentation that their child has received all required doses of vaccines or that their child has at least received one dose of each of the required vaccines and is waiting to receive the subsequent doses at the appropriate time intervals. Proof of immunization must be provided within 14 days after the first day of school in September.

COMMUNICABLE DISEASE

When a communicable disease is reported in a classroom, a notice will be sent home with each student in that class. If your child is diagnosed as having a communicable disease, please contact the school nurse. According to NYS Education Law, any child with an undiagnosed rash, temperature over 100 degrees, vomiting or any communicable disease will be excluded from school until diagnosed and/or treated. Parents/guardians will be notified.

If your child has lice, or you suspect the occurrence of lice, please contact the school nurse. Your child must be examined before being re-admitted to the school. This procedure is very important in preventing the spread and reoccurrence of lice.

SICK CHILD PICK-UP

If a student must leave the school during school hours due to illness, the school nurse will contact the parent/guardian. Students should be picked up and signed out at the Health Clinic.

FOOD SERVICE PROGRAM

Westminster Community Charter School provides a free breakfast and lunch, daily to all students.

Procedure for Complaints of Discrimination related to the Food Service Program

Students can report any complaints of discrimination to any staff member, faculty member, or employee. This can be written, verbal, or anonymous. All staff must be trained in referring them to the USDA Program Discrimination Complaint Form and provide appropriate instructions on where and how to submit the form. The form must be submitted within 180 days by the person alleging discrimination. In addition, the Principal must be notified immediately of any complaints of discrimination at 716-816-3450.

https://www.ascr.usda.gov/sites/default/files/Complain_combined_6_8_12_508_0.pdf

Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
Fax: (202) 690-7442; or

(2) email: program.intake@usda.gov

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter as per the instructions above. This institution is an equal opportunity provider.